



Office of the City Clerk

Weekly Report – for Week Ending September 18, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council Elections:

The progress on the development of Ballot Voting Models (BVMs) is as follows:

Number of 1st Drafts Routing	86	98.85%
Number of BVMs Approved	85	97.70%
Number of WAM Updates by Systems	76	87.36%
Number of BVMs on Hold	2	2.30%
Number of WAM Approvals	65	74.71%

The demonstration of the Voter Registration module by the Online Voting vendor Everyone Counts (E1C) did not incorporate the Ballot Voting Module (BVM), which drives the voter registration process. A detailed requirement along with 34 ballot voting models has been provided to the vendor. The vendor will incorporate the changes to the Online Registration module in the coming weeks.

City Primary/General Municipal Elections:

Staff continues to work on after action items including long term planning for elections consolidation with the County of Los Angeles.

Voting System Extension - A letter and supporting documents have been sent to the Secretary of State requesting authorization for extension to use the current voting system through the 2017 primary and general election.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	10
Number of Notices/Publications	15
Number of Contracts Attested	41
Number of Council Files Created	47
Number of Claims Received	94
Number of Referrals	46
Number of Council Meetings	2
Number of Committee Meetings	6

Neighborhood and Business Improvement Districts:

The Division continues the Process Improvement and Innovation mapping of its activities; staff attended the Highland Park Board meeting and mailed final billing notices for the Los Feliz merchant-based BID.

TOP ITEMS

- *Post Election After Action Planning*
- *2016 Neighborhood Council Election Preparations*
- *National Voter Registration Day*



Office of the City Clerk

Weekly Report – for Week Ending September 18, 2015

Staff is working on the 2016 Annual Planning Report templates for the property-based business improvement districts and mailing out reminder letters.

Records Management and Archives:

Archives Projects - The City Archives posted a clip from our film collection to our You Tube page of the 1959 World Championship Los Angeles Dodgers attending a reception at City Hall on April 12, 1960. <https://www.youtube.com/watch?v=NZ0fUMxvs7s>

Historical Archives Research - A doctoral candidate from USC inquired about police records and other records that may have captured biometric data on individuals during the 1890s and early 1900s.

Records Storage RFP - We received a request from a second non-selected vendor for an extension of the time to file a protest. They have been given until the 25th of September to file a protest. Staff continues to work with the City Attorney's Office and the Bureau of Contract Administration to resolve questions raised during the first protest received of the off-site storage vendor selection recommendation.

Department Outreach - A report on the City's current records disposition schedules has been submitted to the City Attorney for re-approval.

Council File Scanning - A complete box of 2004 council files has been scanned on a trial basis by a prospective vendor.

Community Impact Statement Application - A number of new features were added to the Community Impact Statement (CIS) application in the Council Agenda system (Novus). A noticeable change was the automated Council file subscription. When a neighborhood council submits an impact statement, the system will automatically subscribe the NC to new supplemental pertaining to that Council file. This option was not available in the previous version.

Fiscal - Staff transmitted a letter to ACEBSA regarding a license agreement to use the City of LA logo; attended CAO Budget training; further analyzed a protest of the RFP for document storage services and requested Local Business Enterprise certification from leading proposer; and attended Sexual Harassment Prevention Training.

AB1290/Council/GCP - Staff received 26 allocation requests; has 9 contracts in progress; processed 6 invoices for payment; executed 4 contracts; drafted one contract and has 4 close-out contracts in progress; and closed out 1 contract. Staff also completed the Biennial Inventory Report and submitted to Controller.

Personnel - Staff held 2 new employee orientations and 3 FMLA orientations; coordinated efforts with Personnel, City Attorney and the Threat Management Unit regarding workplace violence prevention and a Mayoral Executive Directive; worked with Personnel on various upcoming exams, including bulletin reviews, providing feedback on proposed revisions, and provided subject matter experts and interview raters; and participated in a job analysis for the Clerk Typist/Administrative Assistant classification.

ISSUES

Novus Agenda Builder - A recent software upgrade is causing a number of issues to the Council agenda building system. Staff is working with the vendor on addressing the problem. There is no major impact to the production system.

UPCOMING . . .

Council is in recess September 23 through October 2.